



Office of Public Instruction
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BEGINNING OF THE YEAR COLLECTION: OVERVIEW

SECTION I: PURPOSE OF COLLECTION

The purpose of the Beginning of the Year Collection is to finalize student enrollments from the prior year, enter the remainder of last year's graduation information (for districts with grade 12 students), run and verify the graduation report (for districts with grade 12 students), configure calendars for the 2008/2009 school year, assign and/or locate state student ID's, enroll students in an appropriate school and grade, enter program participation information, and generate a student dropout report (for students in grades 7-12).

The fall collection information (Student Demographics, Enrollments, Program Participation and Fall Attendance Count) will replace components previously collected through ADC. Staff FTEs will continue to be calculated through ADC.

SECTION II: KEY COMPONENTS OF DATA COLLECTION

These are the components of the Beginning of the Year Collection. We recommend you complete these collections in the order listed.

- ☐ END OF YEAR PROCESS
 - Change End Status codes for students who transfer over the summer
- ☐ GRADUATION COLLECTION (For grade 12 or UH students only)
 - Diploma Type
 - Diploma Period
- ☐ GRADUATE REPORT (For grade 12 or UH students only)
 - Run the Report and Make Changes to AIM as Necessary
- ☐ CONFIGURE SCHOOL CALENDARS
 - Calendar Number
 - Start and End Dates for the School
- ☐ STUDENT DEMOGRAPHIC
 - Student's Legal Name
 - Student's Birthdate
 - Student's Gender
 - Student's Ethnicity
- ☐ STUDENT ENROLLMENT
 - School Enrollment
 - Start Date and Status
 - End Date and Status (if applicable)
 - Current Grade Level
- ☐ PROGRAM PARTICIPATION
 - Free/Reduced Lunch

- Disability Services Programs (Special Ed, Section 504)
- Title I Program Participation
- State Program Participation (Gifted/Talented, Foreign Exchange, 21st Century)
- Homeless Status
- LEP (Language of Impact) Status
- Immigrant Status

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DROPOUT REPORT (Grades 7-12, UM, UH only)

- Run the Report and Make Changes to AIM as Necessary

SECTION III: DATE OF COMPLETION

This collection will close on October 24th.